



**Executive/Finance  
Committee Meeting  
~ Minutes ~**

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

520 W. FRONT STREET, SUITE B  
TRAVERSE CITY, MI 49684-2237  
(231) 922-4688 • FAX (231) 929-1645  
E-MAIL ADDRESS: gtcoa@grandtraverse.org  
HOMEPAGE: www.grandtraverse.org

Tuesday, July 7, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT:** 7/7/15 Rev.

**APPROVED:** 8/4/15

**Call to Order**

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Present	
Christine Maxbauer	County Commissioner	Excused	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Absent Excused	

**Staff Present:** Georgia Durga, Director  
Lori Wells, Deputy Director  
Laura Green, Deputy Director  
Cyndie F., Office Specialist

**Guests Present:** Carl Kucera, GTCOA Board member

**Approval of Agenda**

Harrand and Durga requested the addition of GTCOA office move (for Resource Management and Administration meeting).

**Motion to approve the agenda as Amended.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Zerafa
<b>SECONDED:</b>	Rokos
<b>AYES:</b>	Bush, Harrand, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

**Approval of Minutes**

Chair Harrand asked if there were any corrections to the minutes. Staff relayed that the Executive minutes of May 19<sup>th</sup> were missing one word "waste" on page 2 of the minutes. Staff to update. There were no changes to the June Finance minutes and they were approved as presented.

**Motion to approve the May 19, 2015 Executive Committee minutes as amended.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Sullivan
<b>SECONDED:</b>	Rokos
<b>AYES:</b>	Bush, Harrand, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### **GTCOA office move – added to Agenda**

Members discussed an article from The Ticker stating that the County Planner would present a proposal for a new County Building to house GTCOA and MSUE (Michigan State University Extension). Member noted concern that the BOC (Board of Commissioners) would review a proposal without referring the matter for discussion by the GTCOA Board; as well as a move for both departments being discussed as though each would have to move together. Durga explained that the County Planner is providing the information to the BOC, at their behest, as part of a long term capital plan. Durga relayed that there were three options provided by the County Planner in the recommendation and reviewed those options. Members suggested there is an additional option not included which would be a leased building. Durga relayed information from Information Technologies on why a leased building could present concerns. Members discussed the matter at length. Durga relayed that the County Planner would present the recommendation to the BOC at RM&A on Wednesday, July 8, 2015, at 6:00 pm and any interested member was invited to attend.

Member expressed concern that the Director has moved to an office at Governmental Center and Board members were not informed. Durga relayed that she is trying to complete work that she has not been able to accomplish in the office. Members discussed the matter at length. Durga advised that Chair Harrand had asked to inform Board members, but was advised this was a personnel issue.

### **Senior Center Network**

#### ***Program Reports***

Wells relayed that Project Fresh has been very successful. Almost 400 booklets have been distributed and the State informed them that they will provide 100 more for free. She relayed that she would probably take them to the commodities distribution day. Wells stated that Barb Mikowski was awarded the Distinguished Senior Citizen for 2015, and reported that staff is busy with many Cherry Festival activities. Wells conveyed that the Program Coordinator position has been reposted. Wells also reported on an article highlighting the hiking and cycling group, the completion of the shuffleboard courts, where three up-coming tournaments are scheduled, and a painting in the park program. Wells stated that Sundays have been very slow and staff will monitor the situation.



**Motion to accept the May SCN Program Report as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Zerafa
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Bush, Harrand, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

***Traverse City Senior Center lease extension update***

Wells relayed that she did not bring a formal recommendation. She stated that she spoke to the Assistant City Manager who talked to the Attorney. Wells relayed that the City can't give the land without a ballot vote. The City informed her that a lease for more than ten years could be construed as giving the property away. Wells stated that the City has expressed that their lease expiration interpretation is 2021. Members discussed that the lease was written as five years, and funds raised would be held by the City. Members expressed reassurance of the project with a 2021 expiration date, and funds being held by the City.

***Traverse City Senior Center renovation next steps***

Hand in hand with the lease extension, no further update.

***Change in committee reporting of SCN***

Durga reminded members that Wells will start reporting to Program Committee next month.

***Area Agency Annual Implementation Plan***

Durga provided a synopsis of the 2016 Plan relaying that GTCOA provides a recommendation to the BOC, and recommended approval.

**Motion to recommend approval of the 2016 Area Agency on Aging of Northwest Michigan Annual Implementation Plan.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Sullivan
<b>SECONDED:</b>	Busch
<b>AYES:</b>	Bush, Harrand, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

## **FINANCE**

### ***Finance Reports***

#### ***No monthly reports (change in meeting date)***

Due to the change in meeting dates there were no reports this meeting.

Durga relayed that they will be one month behind now. Member suggested that Durga can always report to something major.

#### ***Budget adjustment report***

##### ***Budget Adjustment approvals***

Durga highlighted the items for approval, relaying that two were approved in May. Member asked how much money was spent on the 40<sup>th</sup>, and Wells responded less than \$250. Durga reported that the Supervisors and Assessment Aide now have portable printers and a budget adjustment is required, due to that purchase.

Members discussed the use of printers for assessments and staff utilizing the same assessment tool. Members discussed skills for the assessors, initial assessments by the RN, and replacement personnel.

**Motion to approve the June budget adjustment items as presented (\$2,025 from Fund Balance for overdrawn items and \$37,000 to Funds for Subsequent Years.)**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Busch
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Bush, Harrand, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

##### ***Budget adjustment approval process***

Durga stated that the request to review adjustments by both Finance and then forwarded to the full Board, creates a delay in operations. She requested that immediate approval be provided at Finance Committee, and relayed her reasoning therefore. Member stated that he feels adjustments should go to both Finance and the full Board. Members discussed the 2016 Budget. Member stated that a budget is a forecast which can be amended. Member noted that many adjustments don't require approval, only the ones which change the bottom line. Member stated that he does not care if all adjustments are on the report, only those which change the bottom line. These are marked on the budget adjustment form, and noted that 8 out of 10 on this report did not require action.

Durga stated that the contingency funds are almost gone, and that any further

unexpected items may come from fund balance. Member suggested putting money from fund balance into contingency. Another Member suggested a review of the rest of the budget for overages and shifting funds. Durga provided an example of a broken truck in the middle of mowing season, could take a little over a month to replace. She relayed that if the matter could just be approved at Finance; the time would be far less. Member stated that staff should generally request approvals, if an emergency presents itself then do something different, such as schedule a special meeting. Wells relayed that this year the 40<sup>th</sup> anniversary party was not budgeted and there was no money in the banner line item. Member recommended shifting the funds from another line item.

#### ***2014 Outside Agency Funding update***

Durga stated that a letter has been received from Paradise Township, Kingsley Area Retirees. There were funds left over 2014, and the requested letter indicated their plan to spend the balance of the funds in 2015.

#### ***Unit costs update – Georgia Durga, Director***

Durga relayed that she is still working on those costs, advising that an issue with the County reports was causing some inconsistencies. Member stated that if the departments have not provided the numbers by next month the Committee would discuss the matter then. Durga explained how unit costs are calculated. Member provided a suggestion to recode those persons into another line item.

#### ***2016 Budget update***

Durga stated that she's still working on the 2016 Budget – some County costs are not done yet. Once those are entered she can complete the Budget. She stated that the Budget will come to Finance in August, and will have been submitted prior to that time. Member requested that Durga provide a copy to the Board members upon submission, with a copy in the next packet as well.

Durga relayed that there is a public hearing scheduled in October.

#### ***Strategic Plan***

No Update

#### ***Old Business***

None

#### ***New Business***

None

### **Public Comment**

Kucera noted he would attend RM&A and suggested everyone else to go as well.

Taylor asked if anyone had discussed salary adjustments. Durga relayed that Commissioner Maxbauer was supposed to talk to HR (Human Resources) but was not sure if she had done that. Chair Harrand asked that the matter be placed on the next month's Agenda.

Wells asked if there had been any more discussion on the millage. Durga stated that she was waiting for a revenue estimate form Equalization. The number is required in the ballot language. Durga stated that the language is ready to go to County Legal and relayed she would send it without the Equalization numbers.

### **Adjournment**

#### **Meeting adjourned at 10:47 am**

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

K:\COMIMAGE\BOARD\Committees\Minutes\Executive\2015\07 July.doc  
CF/cf  
Rev. 7/21/15